

Functional Resume for Veterans

Andrew K. Warren

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QUALIFICATION SUMMARY: Experienced mechanic with a degree in Welding Technology and the goal to obtain a position in the welding profession

EDUCATION & TRAINING:

Clark College, Vancouver, WA

Anticipated Graduation 2014

Associate of Applied Technology Degree, Welding Technology

Related Coursework:

- Welding Blueprint Reading
- Oxy-Acetylene and Shielded Metal Arc Welding
- Gas Tungsten Arc Welding
- Semi-Automatic Welding
- Special Welding Processes
- Production Welding Processes
- Elementary Metallurgy

SKILLS SUMMARY:

Technical Skills

- Blue Print Reading/Weld symbols
- Carbon Arc Cutting/Gouging (CAC-A)
- Flux Cored Arc Welding (FCAW) steel, all position on plate
- Gas Metal Arc Welding (MIG) steel, aluminum, stainless steel on plate/sheet
- Submerged Arc Welding (SAW)
- Skilled in the use of power equipment (including, shear, brake, ironworker, plate rolls, sheet metal rolls, angle/pipe rolls, CNC plasma/oxy-fuel cutting table, mill-drill, band saw)

Administration/Organization Skills

- Coordinating, scheduling, and administering assignments
- Synthesizing and summarizing information for reports
- Establishment of daily operating procedures
- Training and supervision of peers and subordinates
- Supervision of a 10-15 member team in high risk mechanical settings

Communication Skills

- Ability to receive and transfer specific directives from peers and superiors
- Handling of sensitive and confidential information with appropriate discretion

Personal Attributes

- Positive attitude with strong work ethic
- Effective in team and individual settings
- Adaptable and resourceful in the face of challenging, demanding, and unknown situations
- Self-confident and self-disciplined
- Ability to work in a fast pace environment alone
- Follows orders; works efficiently and safely

Because Andrew does not have any employment experience outside his time in the military, he chose to list specific classes that are related to his major to showcase his knowledge base. He also chose to construct his resume in the functional format, which focuses on skills over chronological employment history.

While the technical skills are directly related to Andrew's major, most of the others are transferrable skills he gained while in the military. When writing this section, think about your experiences, what you learned, and how you can phrase the skills to be appealing to an employer.

EMPLOYMENT HISTORY:

Senior Foreman / Mechanic
United States Army, Stuttgart, Germany

2009 - 2012